

## Administrative Order



**Administrative Order No.:** 4-117

**Title:** Fee Schedule for Miami-Dade Corrections and Rehabilitation Department Work Release Program

**Ordered:** 1/13/2000

**Effective:** 1/23/2000

### **AUTHORITY:**

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter; Resolution No. R-1850-81; and Sections 951.033 and 951.24 Florida Statutes (1997).

### **POLICY:**

This Administrative Order increases fees for charging inmates in the Miami-Dade Corrections and Rehabilitation Department Work Release Program for a fair portion of the cost for supervision.

### **APPLICABILITY:**

The provisions of this procedure are applicable to all inmates in the Work Release Program. Exemptions must be approved by the appointed judge.

### **FEE SCHEDULE:**

The daily supervisory fee charged to inmates participating in the program is a \$10.00 per day minimum, or 20% of the inmate's gross salary, adjusted to a daily amount, whichever is greater. However, in no event shall the supervisory fee exceed the actual cost of supervision or \$20.00, whichever is less. Reviews and revisions of the cost of supervision will occur on an annual basis.

### **PROCEDURE:**

The department director is authorized to collect fees and account for the revenues. The process will involve the following:

- a) All inmates referred to the Work Release Program are by court order. The inmate has the right to request of the court in writing, any time during the sentence, the privilege of being placed on work release. The courts determine the terms and conditions of supervision, deviations of fee schedule, including if fees are to be partially or totally waived. If the inmate does not have the ability to pay, this issue

is addressed by the court at a hearing.

Thereafter, the department has the ongoing responsibility for determining the inmate's continued qualification for previously determined court exemption fee waivers. Likewise, an inmate who was determined to be able to comply with the required fee schedule and becomes unable to pay will be subject to the following process:

1. The department may request specified documents from the inmate to validate their financial inability to comply with the payment schedule.
  2. The department may subsequently conduct periodic reviews of the inmate's case file to determine whether the financial status has changed. Inmates are required to submit the income documentation requested from their case manager on a weekly basis.
  3. Once it has been determined the inmate has the ability to comply with the fee schedule based upon the financial status verification, the inmate's case file shall be presented to the appointed judge.
- b) The inmate will be advised during the Work Release Program orientation process of the rules and regulations of the program. The fee schedule will be included in the written program agreement. The inmate will sign the court order (Condition of Release).
- c) The inmate shall pay an amount equivalent to two weeks of supervisory fees upon entry into the program to remain on deposit in the Work Furlough Trust Account for the duration of the inmate's stay in the program. Payment is submitted in the form of a cashier's check or money order.

When an inmate is terminated from the program and a credit is due, the Work Release Program, Accounting Section, will process a refund from the Work Furlough Trust Account. The case manager will notify the inmate prior to release if an outstanding balance or refund is due.

All refund checks will be available for pickup at the Pretrial Detention Center, Property Room, no later than six weeks from the date of release. A picture identification is required. Inmates will be instructed to contact their respective case manager within 4-6 weeks following their release to verify the exact date the refund check will be ready for pickup.

- d) The daily supervisory fee will be collected on a weekly basis. Payment is submitted in the form of a cashier's check or money order.
- e) If an inmate violates the conditions for participation in the Work Release Program, the department may maintain custody of the inmate by returning

him/her to a County jail facility pending further order of the court. The case manager will secure the earliest court date to advise the court of the nature of the violation.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

M. R. Stierheim  
County Manager